# Lea Ledger Auditorium Usage Guidelines

1) Any organization authorized by Copperas Cove ISD policy may reserve Lea Ledger Auditorium through submission of the required application at least thirty (30) calendar days but no more than one calendar year in advance of the date requested.
2) Priority of usage is always given in the following order:
    a) First priority is given to official CCISD functions (i.e. Convocation, State of the District, etc.).
    b) Second priority for usage is given to the High School Performing Arts Programs (theatre, band, and choir) for essential rehearsals and all performances. These dates are typically set one school year in advance.
    c) Third priority for usage is given to all other CCISD organizations that desire use of the facility on a first-come, first served basis.
    d) Finally, any organization unaffiliated with CCISD may reserve available dates on a first-come, first-served basis.
3) Procedure for scheduling is as follows:
    a) CCISD organizations must contact the Auditorium Coordinator to verify available dates. Any CCISD group wishing to use the facility must have their official sponsor request on behalf of the group.
    b) Lea Ledger Auditorium Request Form must be submitted to the Auditorium Coordinator no less than 30 days prior to activity.
        i) For Non CCISD Organizations please refer to CCISD Facilities Use Procedures - Facilities Use for Non- School Purposes which can be found on the CCISD website, the Lea Ledger Auditorium website or obtained through the Auditorium Coordinator.
4) CCISD groups are defined as those organizations whose financial and other activities are subject to CCISD policy, and are supervised and administered by CCISD employees acting in the scope of their official duties.
5) CCISD sponsored organizations are permitted to utilize the auditorium as part of a fundraising activity granted “the full proceeds benefit an enrolled student or active employee of Copperas Cove ISD”. (Refer to Copperas Cove ISD Facility Use Guidelines – Use of Facility for Fundraising)
6) Under the direction of the Auditorium Coordinator, only authorized CCISD employees will operate the auditorium equipment such as but not limited to the: fly system rigging, stage lighting control, sound board and/or sound equipment.

7) The size of the group and the specific needs of the group will determine the number of technical workers hired for each event. Specific needs such as lighting, fly system, sound, etc. should be scheduled with the Auditorium Coordinator when applying for reservation. For a typical production a minimum of four student workers will be scheduled.
8) No food or beverages are allowed in the facility at any time or under any circumstances.
9) State Law prohibits the use of tobacco/alcohol and the possession of firearms on school grounds.
10) All scenery brought onto the stage must be finished and ready for use. No sawing or painting on the stage or elsewhere in the facilities is allowed. The stage floor shall never be altered, such as painting, nailing, or screwing. The facility walls and interior shall never be altered, such as pinning to curtains, tape on the walls, glue on the walls, etc. In addition, no open flames, explosives, fireworks, pyrotechnics, or live animals will be allowed on stage or in the facility.
11) All aisles shall remain open and shall not be blocked by chairs, benches, boxes, or other miscellaneous items.
12) The sponsoring group is responsible for restricting/limiting entrance of guests into the auditorium. If a ticket is required for admission, the sponsoring group must provide staff to ensure all guests have purchased tickets. Furthermore, the sponsoring group must provide box office staff for the selling of tickets. This will not be the responsibility of Lea Ledger Auditorium Staff.
13) Point of Contact Information:

Lea Ledger Auditorium
Fine Arts Department
Deb Kelley
deborah.kelley@ccisd.com
254-547-2534

CCISD Administration
Facilities Usage Coordinator
Monica Hall
monica.hall@ccisd.com
254-547-1227

The sponsoring organization shall be responsible for enforcing rules and procedures set forth by CCISD and must take all precautions to ensure the health and safety of its performers, employees, helpers and the general public. Any exceptions to these guidelines must be pre-approved by the Superintendent or designee. If any conflict should arise, Policy GKD(LOCAL) will prevail.

**Revised 11-12-26**